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Approved For Release 2002/08/22 : CIA-RDP76-00211R000100120014-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE:

27 Sept 1957

FROM : Chief, Supply Division, OL

SUBJECT: Filing Equipment Presently Stocked and Utilization Thereof

REF : Your Memorandum to Chief, Supply Division, OL, dated 16 September 1957

- 25X1
1. Attachment A is a listing of filing equipment presently in excess of Agency needs, [ ] dated 12 October 1953. This Office is of the opinion that Item 1 of Attachment A can be modified (lower projection removed) and utilized as the legal size guide cards requested.
  2. It has also been noted that we have a large amount of the requested letter size guide cards, excess to our present requirements, that may be modified in the same manner.
  3. Your concurrence or rejection of this suggestion is requested by 14 October. If no rejection is received by that date, this Office will take action to have above mentioned cards modified and returned to stock under new stock numbers.
  4. It is further requested that your Office take whatever action necessary to fully utilize, where possible, the remaining items listed on Attachment A. If it proves impossible to utilize these stocks, or portions thereof, please advise and this Office will take disposal action.
  5. Attachment B is a listing of filing equipment presently being utilized, for your information.

25X1A9A  
Attachments A & B

## Distribution:

- Orig & 1 - Addressee with attachments
- 1 - OL/SD with attachments
- 1 - OL/SD/DSCS with attachments
- 1 - OL/SD/SM&RS official with attachments

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OL/SD/SM&RS/ [ ] (27 Sept. 1957)

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ATTACHMENT A

- ✓ 1. CARD SET, guide file, pressboard, metal tab, 1/3 cut, all positions, gray, w/lower projection  

legal size	7530-285-3099	141 C	7.12	1,003.92
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2. CARD SET, guide, file, pressboard, 1/5 cut, all positions, gray, w/lower projection  

legal size	7530-285-3101 (metal tab)	1 C	7.12	7.12
legal size	7530-291-0210 (plastic tab)	2250 ea.	.080	180.00
3. FOLDER SET, file, 5 folders in set, kraft, plain scored bottom, 1" expansion, celluloid tab, **1/5** cut, angular tab *Control*  

letter size	7530-281-5905	5850	.024	140.40
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4. FOLDER, file, kraft, plain scored bottom, 3/4" expansion, square cut  

letter size	7530-663-0032	1300	.020	26.00
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5. FOLDER, file, kraft, letter size, scored bottom, 1/3 cut  

2nd position	7530-H05-0982	4100	.020	82.00
3rd position	7530-H05-0983	2400	.020	48.00
6. FOLDER, file, kraft, legal size, scored bottom, 1/3 cut, w/fastener in 1st position  

2nd position	7530-H05-0992	2067	.050	103.35
3rd position	7530-H05-0993	263	.050	13.15
7. FOLDER, file, pressboard, green, letter size, 1" expansion, metal tab, 1/3 cut, w/o fastener  

1st position	7530-H05-1009	1650	.260	429.00
2nd position	7530-H05-1010	2900	.260	754.00
8. FOLDER, file, pressboard, green, letter size, 1" expansion, metal tab, 1/3 cut, w/fastener in 1st position  

1st position	7530-H05-1012	1077	.270	290.79
2nd position	7530-H05-1013	1759	.270	474.93

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ATTACHMENT B

1. CARD, guide, file, pressboard, legal size, angular metal tab, 1/3 cut, gray, w/lower projection

1st position 7530-H05-4440 ✓  
 2nd position 7530-H05-4441  
 3rd position 7530-H05-4442

2. CARD, guide, file, pressboard, letter size, angular metal tab, 1/3 cut, gray, w/lower projection

1st position 7530-H05-4433  
 2nd position 7530-H05-4434  
 3rd position 7530-H05-4435 ✓

3. FOLDER, file, kraft, 11 point, scored bottom, square cut, reinforced tab, w/o fastener

legal size 7530-H05-4436  
 letter size 7530-663-0031 ✓

4. FOLDER, file, kraft, 11 point, scored bottom, square cut, reinforced tab, w/fastener in 1st position

legal size 7530-H05-4438  
 letter size 7530-H05-4439 ✓

5. FOLDER, file, kraft, 11 point, scored bottom, square cut, reinforced tab, w/fasteners in 1st & 3rd positions

legal size 7530-H05-4920  
 letter size 7530-H05-4921 ✓

6. FOLDER, file, kraft, 17 point, scored bottom, full cut tab, non-reinforced tab, w/fasteners in 1st & 4th positions

legal size 7530-H05-4222

*1400 up stock level 11,449 on hand  
 Bal - surplus 106 each.*

7. FOLDER, file, kraft, 11 point, scored bottom, square cut, reinforced tab, w/fasteners in 2nd & 4th positions

legal size 7530-H05-7231

8. FOLDER, file, manila, scored bottom, 3/4" expansion, 1/5 cut, 3rd position, printed OUT

letter size 7530-281-5961

9. FOLDER, file, pressboard, legal size, expandable bottom, 1/3 cut, metal tab, slot punched 1st & 3rd positions

1st position 7530-H05-1017  
 2nd position 7530-H05-1018  
 3rd position 7530-H05-1019

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